 **All Saints Church School**

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| 1st June Cleaning Action Plan | |
| **Questions** | **What needs to be done?** |
| How will we clean the school? | See risk assessment. (details below as well) |
| How will we maintain cleaning material stocks? | Resource Audit (as of 27.5.20)   |  |  |  | | --- | --- | --- | | Resource | Current stock | Potential duration | | Hand towels toilets | 20 x 3600 | 2 x weeks? Unsure exactly until children return | | Paper towels/  Blue roll wiping surfaces | 20 x 3600 | 2 x weeks? Unsure exactly until children return | | Anti Bac Soap (pump) | 6 x 5 litres | 2 weeks | | Hand Sanitizer | 6 x 5 litres | 3 weeks | | Surface sprays:  Tables etc  Purple | Classroom stock  More currently on order |  | | Surface wipes | 30 x 200 | 2 – 3 weeks | | Nitrile Gloves | 4 boxes | 2 – 4 weeks | | Tissues | 44 boxes | 3-4 weeks | | Black Bin Bags | 350 | 5 – 6 weeks | | Aprons | 50 – 100  More on order | 1 ½ week stock currently until order arrives |     Stock discussed weekly between caretakers and KS. |

**Cleaning rota**

Caretakers (2) will continue to the clean the school throughout the school day as they already have been and work additional hours throughout the day to maintain robust cleaning routines.

Resources that are difficult to clean should be removed or covered to show they are not in use. (All un-necessary furniture has been removed from classrooms and stored in a hired storage unit).

All Soft toys have been removed.

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| **When?** | **What?** | **By whom?** | **With what?** | **PPE?** |
| 9am | Door handles on external doors  Light switches if in use.  Taps in classroom | Caretakers  Caretakers  caretakers | Eliminator Max  Eliminator Max  Eliminator Max | To be worn  To be worn  To be worn |
| 9am | Staffroom surfaces | Caretakers | Pink spray cleaner with anti bac | Hands washed after paper towels put in bin and cleaning has been completed |
| 10am | Door handles on external doors and internal doors  Light switches if in use.  Taps in classrooms | Caretakers  Caretakers  caretakers | Eliminator Max  Eliminator Max  Eliminator Max | To be worn  To be worn  To be worn |
| 10.15 (snack time) | Tables cleaned prior to snack  **And** following snack  Play equipment used outside | Teacher / bubble leader  Adults in bubbles and children | Pink spray cleaner with anti bac  Anti-bac wipes | Hands washed after paper towels put in bin and cleaning has been completed |
| 11am | Staffroom surfaces | Caretakers | Pink spray cleaner with anti bac | Hands washed after paper towels put in bin and cleaning has been completed |
| 11am | Door handles on external doors  Light switches if in use.  Taps in classroom | Caretakers  Caretakers  caretaker | Eliminator Max  Eliminator Max  Eliminator Max | To be worn  To be worn  To be worn |
| 11am (after break) | All toilets | Caretakers | Warrier toilet cleaner | To be worn |
| Prepare for lunch | Classroom tables to be cleaned prior to lunch | Teacher / bubble leader | Pink spray cleaner with anti bac | Hands washed after paper towels put in bin and cleaning has been completed |
| 12pm | Door handles on external doors    Light switches if in use.  Taps in classroom | Caretakers  Caretakers  caretakers | Eliminator Max  Eliminator Max  Eliminator Max | To be worn  To be worn  To be worn |
|  | Staffroom surfaces | Caretakers | Pink spray cleaner with anti bac | Hands washed after paper towels put in bin and cleaning has been completed |
| 1pm / when bubble lunch is finished | Classroom tables to be cleaned after lunch has been eaten  Play equipment | Teacher / bubble leader | Pink spray cleaner with anti bac | Hands washed after paper towels put in bin and cleaning has been completed |
| 1pm | All toilets | Caretakers | Warrier toilet cleaner | To be worn |
| 1pm | Door handles on external doors  Light switches if in use.  Taps in classroom | Caretakers  Caretakers  caretakers | Eliminator Max  Eliminator Max  Eliminator Max | To be worn  To be worn  To be worn |
| 2pm | Door handles on external doors  Light switches if in use.  Taps in classroom | Caretakers  Caretakers  caretakers | Eliminator Max  Eliminator Max  Eliminator Max | To be worn  To be worn  To be worn |
| End of school day | Door handles on external doors  Light switches if in use.  Taps in classroom | Caretakers  Caretakers  caretakers | Eliminator Max  Eliminator Max  Eliminator Max | To be worn  To be worn  To be worn |
| All toilets | caretakers | Warrier toilet cleaner | To be worn |
| Tables  Chairs  Children’s work stations  Photocopiers | Caretakers  Caretakers  caretakers | Eliminator Max  Eliminator Max  Eliminator Max | To be worn  To be worn  To be worn |
| Staffroom surfaces | caretakers | Eliminator Max | To be worn |
| Check refills of  hand sanitizer  Tissues  Paper towels | Caretakers |  |  |

**Teachers / bubble leaders need:**

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| **On gojng throughout the day in classroom areas: at a minimum** | **What?** | **By whom?** | **With what?** |
| 9am  10 am  12pm  End of day | Computer keyboard and mouse  Whiteboard remote | Class teacher / bubble leader | Anti bac wipes |
| 9am  10am  12pm  End of day | Interactive Whiteboard | Class teacher / bubble leader | Anti bac wipes |
| 9am  End of the day | Teacher workstation | Class teacher / bubble leader | Anti bac wipes |
| After each use | Individual PE equipment | Class teacher / bubble leader | Anti bac wipes |
| After each use | photocopiers | Staff member who uses | Anti bac wipes |
| After each use | thermometer | Staff member who uses | Anti bac wipes |
| After each bubble has finished using | EYFS outdoor equipment | EYFS bubble staff | Anti bac wipes |
| 9am  End of day | Chromebooks | Staff member in key worker bubble | Anti bac wipes |

**Office staff need:**

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| **On gojng throughout the day in classroom areas: at a minimum** | **What?** | **By whom?** | **With what?** |
| 9am  10 am  12pm  End of day | Computer keyboard and mouse | Office staff | Anti bac wipes |
| 9am  End of day | Telephones on individual work stations | Office staff | Anti bac wipes |
| 9am  End of day | Work station | Office staff | Anti bac wipes |
| After each use | photocopiers | Staff member who uses | Anti bac wipes |